

ARMY REGULATION

No. 600-61

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 30 September 1976

PERSONNEL-GENERAL

THE PERSONNEL MANAGEMENT ASSISTANCE SYSTEM (PERMAS)

Effective 15 November 1976

This is a complete revision of AR 600-61. The title is changed from Command Personnel Management Inspections (CPMI) to The Personnel Management Assistance System (PERMAS). It replaces AR 600-27 pertaining to the Department of the Army Military Personnel Management Teams (DAMPMT), and establishes PERMAS teams at four selected major commands (MACOM) and the US Army Military Personnel Center (MILPERCEN). Special emphasis is made on conducting assistance visits to military personnel offices (MILPO) and supported units. Responsibility for HQDA projects, formerly completed by the DAMPMT, is assigned to all PERMAS teams. The regulation also accomplishes the following: Encourages the MACOM PERMAS teams, by mutual agreement, to visit MILPO of other MACOM based on geographical and economic considerations; and, gives the MACOM authority to prescribe procedures for conducting and recording scoring results of inspection visits when this option is used. This regulation will be supplemented at MACOM level (US Army Forces Command (FORSCOM), US Army Training and Doctrine Command (TRADOC), US Army Europe and Seventh Army (USAREUR) and Eighth US Army (EUSA) only). MACOM's will furnish one copy of each supplement to HQDA (DAPC-MSF-D) 200 Stovall Street, Alexandria, VA 22332.

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1. Purpose. This regulation establishes the responsibilities, scope, and policies for conducting visits to Active Army installations, MILPO, supported units, and commanders under the Personnel Management Assistance System. It does not prohibit or replace the formal or informal visits to assess personnel operations required by AR 600-8 and other visits conducted at the discretion of commanders at any echelon.

2. Applicability. a. This regulation applies to all Active Army organizations and US Army elements of DOD activities which have responsibility for any of the following:

(1) Classification, assignment, and utilization of military personnel.

(2) Requisitioning or distribution of military personnel resources.

(3) Military personnel data reporting and the submission of input documents under the Standard Installation/Division Personnel System (SIDPERS).

(4) Maintenance of Military Personnel Records Jacket, US Army (MPRJ) (DA Form 201).

b. This regulation does not apply to Reserve Officer Training Corps (ROTC) or units of the Army National Guard and US Army Reserve.

*This revision supersedes AR 600-27, 13 June 1974; AR 600-61, 7 August 1973; and DA messages; DAPC-PSF-M 201210Z Feb 73(U) subject: Modification of CPMI Requirements; DAPC-PSF-M 311630Z May 74(U) subject: Further Modification of CPMI Requirements; DAPC-PSF-M 241630Z Jul 74(U) subject: CPMI Reports; DAPC-PSF-M 261630Z Jul 74(U) subject: CPMI Reports; DAPC-PSF-M 041505Z Jun 75(U) subject: CPMI Team Visits; DAPC-PSF-M 191600Z Jan 76(U) subject: Interim Change to AR 600-61 and rescinds DA Forms: 3532-R, 1 Nov 73; 3533-R, 1 Nov 73; 3775-R, 1 Nov 73; and 4173-R, 1 Nov 73.

However, it does apply to Active Army units/activities associated with the ROTC, the National Guard and Army Reserve units.

3. Objectives. The objectives of PERMAS are to assess and improve the effectiveness of military personnel management, the quality of personnel service and support provided the service member and commanders at all levels, to identify problems in the personnel management system and to communicate findings and problems through channels to insure that corrective actions can be taken by appropriate activities at each command level.

4. Responsibilities. *a. MILPERCEN.* MILPERCEN is assigned proponent responsibility for PERMAS regulatory directives and is responsible for insuring that PERMAS operates effectively and in accordance with established standards. In addition, MILPERCEN will—

(1) Monitor the operation of the system Army-wide and provide assistance to MACOM teams in areas such as strength evaluation and the collection of data in support of DA goals.

(2) Insure the accomplishment of DA projects by assigning responsibility for the collection of data in support of these projects to all PERMAS teams. Separate directives will be issued for each project and priorities established for the conduct of all projects. The project survey technique will be used and reports of findings will be furnished MILPERCEN.

(3) Establish a PERMAS team(s) to assist in carrying out the aforementioned responsibilities. The team will perform assistance visits to activities that perform military personnel operations at installations of MACOM without PERMAS teams. The MILPERCEN team will also employ its members to accompany MACOM PERMAS teams to—

(a) Learn first hand of any problems in implementing the personnel management system.

(b) Provide maximum assistance in resolving problems requiring action at HQDA level which arise during visits.

(c) Advise PERMAS team members of policy changes impacting on military personnel management.

(4) Insure that DA Military Personnel Strength Evaluating Team on-site evaluations are made in conjunction with PERMAS team visits.

(5) Act as coordinators in matters concerning DA projects and policies but not interfere with the manner in which the MACOM PERMAS team chief conducts the visit.

(6) Furnish extracts of PERMAS team reports to appropriate HQDA staff elements when information contained therein impacts upon their staff functions or responsibilities.

(7) Provide feedback to MACOM and installations concerning problems resolved as a result of PERMAS visits.

b. Major commands.

(1) Authorization for PERMAS teams is limited to US Army Forces Command (FORSCOM), US Army Training and Doctrine Command (TRADOC), US Army Europe and Seventh Army (USAREUR), and Eighth US Army (EUSA). Commanders of these commands will:

(a) Maintain permanent teams composed of qualified individuals to insure fulfillment of the PERMAS mission. (See para 5.)

(b) Insure that MILPO/SIB under their command and selected units supported by these activities receive PERMAS visits in accordance with this regulation.

(c) Complete DA projects as directed by MILPERCEN.

(d) Request assistance from another MACOM, when feasible, in conducting PERMAS visits based on geographical considerations and economy of operations. Copies of the memorandum of understanding made under provisions of this paragraph will be forwarded to HQDA (DAPC-MSF-D), 200 Stovall Street, Alexandria, VA 22332.

(e) Furnish MILPERCEN copies of all DA project reports.

(f) Submit copies of visit reports containing problems or findings considered to be of special interest to HQDA and concerning problems that would have an impact on military personnel management Army-wide.

(g) Provide assistance in the training of mobilization designees supporting the PERMAS mission, as requested.

(h) Inform the installation commander and other MACOM, as appropriate, when a representative from MILPERCEN will accompany the PERMAS team on a visit.

(i) Grant access to facilities, personnel, personnel records and reports and supporting equipment.

(2) MACOM's not authorized PERMAS teams will—

(a) Coordinate PERMAS visit schedules to subordinate installations and activities with MILPERCEN or the MACOM providing PERMAS support.

(b) Monitor PERMAS support provided subordinate units which receive personnel service and support from the MILPO of another command.

(c) In either of the above cases, provide a representative to accompany the DA or MACOM PERMAS team on visits.

(d) Identify any personnel area or location within their command where special PERMAS assistance is necessary. Provide such information to MILPERCEN or the appropriate MACOM.

c. *Unified commands.* Commanders of Army components of unified commands and activities not included in a or b, above, will communicate with MILPERCEN to insure that units under their command or operational control receive visits by the MILPERCEN or a MACOM PERMAS team as specified in this regulation.

d. *Installation/division commanders.* Installation and division commanders will—

(1) Provide administrative and logistical support to PERMAS teams for the duration of visits.

(2) Initiate action to resolve problems beyond the capability of the MILPO or supported unit to correct.

5. **Composition of teams.** a. The composition of teams will be determined by the geographical area to be covered, the number and size of activities to be visited, and available manpower resources. The team will be established on a permanent basis and should consist of a field grade officer as team chief and sufficient team members (officer, senior enlisted or civilian personnel) fully qualified in military personnel management and procedures.

b. PERMAS team members—

(1) Will be assigned to established table of distribution (TDA) positions with primary duty of serving on the PERMAS team.

(2) Should have the capability to analyze procedures, conduct briefings, provide advice and instruction, and be tactful as well as competent.

(3) Must keep abreast of new personnel management procedures and policies and current development in all areas of personnel management and operations.

(4) Must be prepared to cite appropriate directives when deviations are noted.

(5) Will inform MILPO and unit personnel of proper management practices and procedures when deviations from standards are observed or weaknesses are identified in specific areas.

c. *Team chiefs and members will, as a minimum, be cleared in accordance with AR 604-5 for access to information classified SECRET.*

d. All statements by the team, whether to local personnel or to the Department of the Army, must be based on clearly established facts and reliable evidence which will withstand critical analysis.

6. **Type of visits.** PERMAS visits are classified as follows:

a. *Assistance.*

(1) Purpose of the visit is to identify problem areas within the personnel services and support system and to provide on-site assistance in eliminating the cause of the problem(s) and initiating corrective or preventive action as required. Numerical scores and adjectival ratings are not used; however, commanders and operating personnel will be advised as to the overall effectiveness of military personnel procedures at the installations/organizations. Informal deskside instruction at the operator level is essential.

(2) MACOM are encouraged to make all visits in the assistance mode. Emphasis will not only be placed on locating problem areas but also in developing solutions to these problems.

b. *Inspection.* The purpose of an inspection visit is to obtain for the commander an evaluation of the effectiveness of military personnel management and the identification of problems within the command. All areas of personnel operations considered significant are inspected. The method of conducting inspections and the type of reports rendered are at the discretion of the MACOM conducting the visit. If conducting inspections, MACOM will publish supplementary general/specific inspection criteria for distribution to installations/organizations to be visited. (The term "MACOM" as used in this regulation refers to major field commands that report directly to HQDA; e.g., FORSCOM, TRADOC, USAREUR; and EUSA.)

7. Visit policies. a. Scheduling.

(1) Active Army activities identified in paragraph 2 will receive PERMAS visits. All MILPO will be visited at least once each year to include as many supported units and activities performing military personnel functions as scheduling and project loads will permit. More frequent visits should be made when conditions indicate that assistance is needed. All or any part of a PERMAS visit may be waived or postponed when the visit would interfere with field operations, reorganization, or curtail the fulfillment of a unit mission under emergency conditions.

(2) Reasonable care should be taken when scheduling visits to avoid interference with unit operational and training missions.

(3) Schedules of visits will be coordinated with the MACOM inspector(s) general to preclude simultaneous IG and PERMAS team visits to the same installation/organization.

(4) Projected schedules are needed to formulate activities of the DA PERMAS team, to arrange for members of the DA Military Personnel Strength Evaluating Team to accompany PERMAS teams on visits as prescribed in AR 680-31, and to plan active duty for training for mobilization designees. FORSCOM, TRADOC, USAREUR and EUSA will furnish copies of schedules of projected PERMAS visits to HQDA (DAPC-MSF-D) semiannually. Schedules for the period 1 October-31 March will be submitted to arrive at HQDA not later than 20 July each year. Schedules for the period 1 April-30 September will be forwarded to arrive at HQDA not later than 20 January each year.

(5) HQDA (DAPC-MSF-D) team will be notified promptly when a MACOM PERMAS team has to alter a previously submitted schedule.

b. Method of operation.

(1) Commanders responsible for PERMAS teams may conduct visits in either the assistance or inspection mode. The MILPERCEN team(s) will make assistance visits only.

(2) When a MACOM PERMAS team conducts the visit for another MACOM, it will be made in the mode requested by the visited MACOM.

(3) Upon arrival at the installation, the team chief will report to the commander or designated representative (CofS, G-1, AG) to explain the nature and scope of the visit, DA special projects, methods of team operation, and type of report to be made. The commander will also be asked if there are any particular areas of personnel management he or she desires the team to assess.

(4) The PERMAS team chief will hold an entrance briefing and an exit critique for the commander and key staff personnel.

(5) When the representatives of the DA PERMAS and DA Military Personnel Strength Evaluating Teams are present, they will explain the purpose of their presence during the entrance briefing.

c. Scope of the visit.

(1) Recommended areas for review during a PERMAS visit are contained in chapter 3, DA Pamphlet 600-7.

(2) Other essential areas of the personnel system may be assessed as determined by the PERMAS team chief or as requested by the major command.

8. Reports. Exit briefing notes including the overall narrative summary and DA project survey summaries will be prepared for all assistance visits. Preparation and distribution will be made in accordance with the provisions of chapter 5, DA Pamphlet 600-7.

9. Post visit actions. At the conclusion of a visit, commanders at local, intermediate, and responsible major command levels will take appropriate action to resolve problem areas that were uncovered. Problems that cannot be resolved will be referred to HQDA (DAPC-MSF-D) for appropriate action.



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The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-MSF-R) 200 Stovall Street, Alexandria, VA 22332.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

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